



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ARMY CONTRACTING AGENCY
U.S. ARMY CONTRACTING ELEMENT, PACIFIC
BUILDING T115
FORT SHAFTER, HAWAII 96858-5430

SFCA-PRB-S

1 Oct 03

MEMORANDUM FOR Army Contracting Agency, Pacific Region (ACA-PR),
Contracting Activities

SUBJECT: Pacific Region Implementation Memorandum (PRIM) 04-02, Stand Up
and General Operational Guidance

1. References:

a. Memorandum, Under Secretary of the Army, 18 Mar 02, subject: Concept Plan
for Army Contracting Agency (ACA).

b. Memorandum, SAAL-ZP, 29 May 02, subject: Implementation Plan for the
Army Contracting Agency (ACA).

c. General Order No. 6, Establishment of the United States Army Contracting
Agency (ACA).

d. PRIM 04-01, 1 Oct 03, Change in Acquisition Instruction Procedures for ACA
Pacific Region.

e. Memorandum, SFCA-PR, 23 Sep 03, subject: Coordination of Personnel
Actions for Regional Contracting Offices.

2. This memorandum provides stand up and general operational guidance.

3. In accordance with References 1a, b, and c, the following provides stand up and
general operational guidance for all contracting activities and personnel of the ACA
Pacific Region (ACA-PR), effective 1 Oct 03.

a. ACA Acquisition Instruction (AI). The ACA AI will become mandatory for
OCONUS ACA contracting activities on 1 Oct 03. Refer to Reference d for
information on the PRIM system which will replace US Army, Pacific (USARPAC)
Acquisition Instruction Memoranda.

b. Delegations of Authority.

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(1) Principal Assistant Responsible for Contracting (PARC) and Alternate PARC Designations. Appointment letters for the PARC and Alternate PARC with delegations of authority and HCA retention of authority will be issued with effective date of 1 Oct 03. Alternate PARC will assume the duties and responsibilities of the PARC during his/her absence.

(2) ACA-PR delegations will be issued with effective date of 1 Oct 03.

c. Warrants. All USARPAC warrants will be terminated on 1 Oct 03. Warrants establishing ACA contract authority will be signed by the PARC and be issued with effective date of 1 Oct 03.

d. Procurement Identification Information Numbers (PIINs). DoD Activity Address Code (DoDAAC) based PIINs will be used in FY04 instead of DoD Automatic Address Number (DoDAAN) based PIINs. See below table for DoDAAC assigned to each office in ACA-PR.

	FY03 PIIN (DoDAAN)	FY04 PIIN (DoDAAC)
OPARC	DABQ01	W91QVP
RCO-AK	DABQ03	W912CZ
RCO-HI	DABQ06	W912CN

e. Activity Office Symbols. See Encl 1.

f. ACA Rating Chain. See Encl 2 for rating structure for ACA-PR personnel. As noted, Chiefs of RCOs will receive first level rating by the Deputy Director, ACA-PR; intermediate rating by the respective Garrison Commander; and senior rated by the Director, ACA-PR.

g. Coordination of Reviews. Contract actions requiring higher level coordination, review or approval will be submitted electronically, whenever practical to do so. Requirements must be clearly identified for actions required and forwarded to the Deputy Director with copy furnished to Administrative Assistant, Office of the PARC (OPARC), ACA-PR. Hand-carried copies will be submitted to the Administrative Assistant, OPARC, for tracking purposes. Refer to PRIM 04-03 for detailed guidance on submission requirements.

SFCA-PR

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h. Army Knowledge Online (AKO) Website. The AKO website (<http://www.us.army.mil>) will be utilized as a primary repository for posting and viewing of ACA acquisition information, links to other websites, and common files for ACA acquisition initiatives and projects. ACA-PR has established a community entitled "Pacific Region" under the ACA community in the Army Knowledge Collaboration Center to post PRIMs and other documents for use by ACA-PR personnel.

i. Legal Support. Legal support to RCOs will be provided by the installation Office of Staff Judge Advocate (OSJA). USARPAC SJA will provide legal support to the OPARC.

j. Contract Management Reviews (CMRs). The CMR program will operate using self-assessment and validation process. Schedule of CMRs will be issued by ACA-PR prior to 30 October of each fiscal year.

k. Alternate Work Schedules (AWS). AWS means both flexible work schedules and compressed work schedules. Use of AWS is authorized for all ACA-PR civilians provided it is approved by the employee's immediate supervisor. Management has the discretion to approve each employee's request for an AWS and will consider mission requirements and ensure customer and office support. Implementing guidance is provided under ACA HQ letter dated, 26 Sep 02, subject: Compressed Work Schedule (Encl 3).

l. Small and Disadvantaged Business Utilization (SADBU) Office. The SADBU Office will be co-located within the OPARC, ACA-PR. The staff will consist of Associate Director, SADBU, and will be supported by the SADBU Specialists located at the RCOs. Refer to Encl 2 referenced in Para. f above for rating scheme for SADBU personnel.

m. Resource Management.

(1) Budget. It is anticipated that there will be a Continuing Resolution Authority (CRA) at the beginning of FY04. If there is a CRA, caution must be taken in spending the funds. Operations should continue at last year's rate of execution with no new activity. Funding targets for travel, training, and awards will be issued after the Appropriation Act is approved by Congress and funding guidance is received from ACA. In the interim, all requests for travel, training, and awards must be forwarded to Business Systems Division (SFCA-PRB-R) for fund approval and certification.

SFCA-PR


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(2) Manpower. Manpower requirements changes will not be entertained by ACA at this time as manpower is driven by approved authorizations only. In order to support new requirements (e.g., Fort Greely contract support, standing up Information Technology, Electronic Commerce, and Commercial Contracting Center (ITEC4)), OCONUS contracting activities will need to reduce manpower. This is similar to reductions made by CONUS contracting activities to stand up regional centers and HQ ACA. The goal of ACA-PR is to have a planned workforce reduction with emphasis on minimizing personnel impact while providing continued high level of service to the customer.

(3) Personnel Actions. Refer to Reference e (Encl 4) for procedures and approval process for personnel actions in FY03 and FY04.

4. ACA-PR guidance and implementation memoranda will continue to be issued electronically via emails. Should you have any questions regarding this memorandum, please contact Mr. Duane V. Inoue, SFCA-PRB-S, Commercial (808) 438-2233, DSN 438-2233, inoued@shafter.army.mil.

4 Encls


HANK SPEAKMAN
Director, ACA Pacific Region
Principal Assistant
Responsible for Contracting

Office Symbols for ACA Pacific

Army Contracting Agency, Pacific Region (ACA-PR)	
Office of the PARC / Director	SFCA-PR
Office of the AD for SADBUI	SFCA-PRS
Business Operations Division	SFCA-PRB
Business Support Branch	SFCA-PRB-S
Business Systems Branch	SFCA-PRB-R
Contingency Contracting Division	SFCA-PRC
Contingency Planning Branch	SFCA-PRC-P
Contingency Operations Branch	SFCA-PRC-O

Regional Contracting Office, Alaska (RCO-AK)	
Office of the Chief	SFCA-PRA
Div Chief/Deputy, Teams V, VI, VII, and VIII	SFCA-PRA-A
Div Chief/Small Business Spec, Teams I, II, III, IV, IX	SFCA-PRA-B
Fort Wainwright Satellite Office (Team I)	SFCA-PRA-C

Regional Contracting Office, Hawaii (RCO-HI)	
Office of the Chief	SFCA-PRH
Purchasing and Construction Division	SFCA-PRH-C
Services Division	SFCA-PRH-S
Support and Special Projects Division	SFCA-PRH-P

Rating Chain for ACA Pacific

Position	Initial Rater	Intermediate Rater	Senior Rater
Director, ACA-PR	Director, ACA		USARPAC CG
Deputy Director, ACA-PR	Director, ACA-PR		Director, ACA
AD for SADB	HQ ACA SADB	Director, ACA-PR	Army SADB
Staff Business Support Branch	Dep Director, ACA-PR		Director, ACA-PR
Chief, Business Systems Br	Dep Director, ACA-PR		Director, ACA-PR
Staff Business Systems Br	Chief, Business Systems Br		Dep Director, ACA-PR
Chief, RCO	Dep Director, ACA-PR	Garrison Commander	Director, ACA-PR
Division Chiefs (GS-13)	Chief, RCO		Dep Director, ACA-PR
SADBUS (full-time)	Chief, RCO		AD for SADB, ACA-PR
SADBUS (part-time)	Chief, RCO		AD for SADB, ACA-PR
RCO Non Supv	Div Chief, RCO		Chief, RCO



SFAC

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
ARMY CONTRACTING AGENCY
5109 LEESBURG PIKE, SUITE 302
FALLS CHURCH, VA 22041-3201
(PROVISIONAL)

SEP 26 2002



MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Compressed Work Schedule (CWS)

The Army Contracting Agency (ACA) will comply with the CWS policies and procedures that are supported by the Office of the Assistant Secretary of the Army (Acquisition, Logistics and Technology) (ASA(ALT)), which became effective January 17, 1999. A copy of this policy is enclosed.

All employees have the privilege, not the right, to participate in the CWS program. For some employees, the very nature of the work will not permit their participation in the CWS program. Considerable effort should be exerted at all levels to ensure that we keep the focus on the accomplishment of the ACA mission, our primary goal. Employees may decide to participate or remain on their normal five day/forty hour week. The CWS work hours are 0600 to 1800 hours. The core work hours for the ACA are 0900 to 1500 hours. Military training holidays will be observed in accordance with the schedule established by the Secretary of the Army.

The supervisors will establish the time period for employees to submit their request to participate in the CWS program and their proposed schedule. Supervisors will review the request and schedule and discuss the need to make any adjustments with the employee. Approval will be made with consideration to the mission, current workload, the needs of the employee, and the effect on manning. Final approval is delegated to the supervisors.

Should you have questions or need clarification, please feel free to contact my representative Mr. Bruce Trimble at commercial (703) 681-7574, DSN: 761-7574, or e-mail: bruce.trimble@saalt.army.mil.

Sandra O. Sieber

Sandra O. Sieber
Acting Director of the Army Contracting Agency

Enclosure

DISTRIBUTION:

U.S. ARMY CONTRACTING AGENCY
U.S. ARMY E-COMMERCE & COMMERCIAL CONTRACTING CENTER
U.S. ARMY CONTRACTING REGION, NORTH
U.S. ARMY CONTRACTING REGION, SOUTH
U.S. ARMY CONTRACTING ELEMENT, PACIFIC
U.S. ARMY CONTRACTING ELEMENT, SOUTHERN HEMISPHERE
U.S. ARMY CONTRACTING COMMAND, KOREA
U.S. ARMY CONTRACTING COMMAND, EUROPE



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH DEVELOPMENT AND ACQUISITION
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

REPLY TO
ATTENTION OF

15 JAN 1999

SARD-MS

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Compressed Work Schedule (CWS)

I have decided to support the concept of a Compressed Work Schedule (CWS) for employees in the Office of the Assistant Secretary of the Army (Research, Development and Acquisition) (RDA)), effective January 17, 1999. Participation in CWS is voluntary and open to both full-time civilian and military employees.

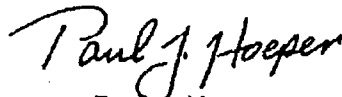
Employees can elect to participate in the CWS or remain on a normal five day/forty hour week. Permissible hours of work under CWS are 0600 to 1800 hours. Core hours are 0900 to 1500 hours. Request each employee review the Principles of Compressed Work Schedule, at Enclosure 1, prior to making a decision on whether to participate. A copy of the OASA(RDA) CWS Memorandum of Instruction is at Enclosure 2.

Supervisors will designate a time frame for submission of employee requests to participate in the CWS program. Employees will advise their immediate supervisor in writing of a decision to participate in the CWS program and concurrently submit a proposed work schedule for review and consideration. Supervisors will review employee requests for participation and their proposed work schedule. In determining approval of the requests, supervisors will consider mission, employee's needs, and the affect absences may have on personnel manning during hours of operation. Supervisors will also discuss necessary revisions to proposed work schedules with employees and make recommendations to the approving authority on approval/exclusion from the CWS program. Final approval authority for implementation of CWS is delegated to my Deputies.



Enclosure

I anticipate issues to arise concerning the implementation of CWS but I am convinced that with a positive attitude, and a demonstrated sense of cooperation, we can make the CWS program a success in this organization. I expect the Deputies to apprise me of any concerns on the CWS program having an adverse impact on our ability to meet our missions and maintain continuous support to our customers.



Paul J. Hoeper
Assistant Secretary of the Army
(Research, Development and Acquisition)

Enclosures

DISTRIBUTION:

DASA Research & Technology
DASA Procurement
Deputy for Systems Management
DASA for Plans, Programs & Policy
DASA for Chem Demil
Director, Assessment & Evaluation
Director, Competitive Sourcing
Executive Secretary, Army Science Board
Chief, Staff Actions Control
Chief, Management Support
Each OASA(RDA) Employee

Principles of Compressed Work Schedule

Compressed Work Schedule (CWS) is a privilege, not an employee right.

Mission accomplishment must always be our primary concern.

Customer satisfaction is of paramount importance.

An effective Compressed Work Schedule is dependent on active interaction between employees and supervisors.

Workload requirements may occasionally require adjustments to an employee's Compressed Work Schedule.

All changes to Compressed Work Schedules must be coordinated with one's supervisor.

An essential element to successful Compressed Work Schedule implementation is an effective personnel backup system.

MEMORANDUM OF INSTRUCTION
COMPRESSED WORK SCHEDULE (CWS)

1. **PURPOSE:** This memorandum sets policies, assigns responsibilities, and prescribes procedures for using Compressed Work Schedule (CWS) within the Office of the Assistant Secretary of the Army (Research, Development and Acquisition), National Capital Region, Washington, D. C.
2. **APPLICABILITY:** This memorandum applies to all OASA(RDA) National Capital Region (civilian and military) employees.
3. **EXCLUSIONS:** Employees or groups of employees who, due to the nature of positions or demands on organization (continuous shift requirements, team responsibilities, etc.) are exempt from coverage. Exclusion includes employees excluded from participation by Deputies of OASA(RDA), the Director, Assessment and Evaluation, the Military Deputy to the ASA(RDA), or the ASA(RDA). Final arbitration regarding exclusion of an employee from CWS will be conducted by the ASA(RDA).
4. **REFERENCES:** Federal Personnel Manual Supplement 990-2, Chapter 610, and applicable Army guidelines.
5. **GENERAL:** Employees or groups of employees not specifically excluded from participation have the choice of remaining on their current "regular" tour of duty or participating in CWS. Not all work schedules are available in all work areas. Supervisors will determine available work schedules for employees in the organization and Deputies will approve these schedules. New employees or employees in trainee status may be required to work regular tour of duty until their orientation or training period is over.
6. **WORK SCHEDULE DEFINITION:**
 - a. **Basic Work Requirement.** Civilian full-time employees are required to work, or account for 80 hours during a 2-week pay period. Military personnel are expected to work a comparable schedule.

b. Regular Day Off (RDO). The RDO day is a non work day outside of employee's administrative work week. This is intended to minimize impact on operations, through coordination with supervisors who will allow only a portion of employees off on a given day. Conflicts regarding RDO scheduling will be resolved by immediate supervisor.

c. Core Time. The ASA(RDA) has directed that core time will be 0900-1500. All employees in duty status are required to be on duty during those hours.

d. Compressed Work Schedule. SARDA's CWS is limited to 5/4-9. The employee works 9 hours a day for 8 days and 8 hours one day to complete basic requirement for 80 hours. Employee is off one day every other week in addition to weekends and holidays. Day of week is negotiated with supervisor.

7. RESPONSIBILITIES: CWS limitations, constraints, and prescribed procedures must be a coordinated effort between supervisors and employees. Cooperation and total communication can avoid problems and possible abuses of CWS principles.

a. Deputies will:

(1) Be responsible for ensuring mission accomplishment through establishment of efficient and equitably managed work schedules within their organization.

(2) Approve/disapprove exclusions for participation in CWS as submitted by supervisors consistent with efficient operations so mission or service is not compromised to accommodate CWS.

b. Supervisors will:

(1) Manage work schedules to ensure overall requirements (TDY, leave, training, etc.) are taken into consideration.

(2) Ensure employees comply with approved work schedules.

(3) Recognize and act upon abuses of CWS program to include disciplinary action when appropriate.

(4) Monitor customer reaction closely.

(5) Provide adequate supervisor controls and ensure there is a team leader or point of contact on supervisor's RDO.

(6) Recommend to Deputy positions to be excluded from participation in CWS, or changes to schedule.

(7) Make this memorandum available for employees to review and answer any questions employees may have about the program.

c. Employees will understand and accept responsibilities incurred with CWS and be willing to adjust their work schedules to meet mission requirements. Employees will adhere to approved work schedules.

8. POLICIES:

a. Implementation of CWS is intended to enhance employee leave utilization, improve morale, and empower employees to manage the balance between home and work life while still meeting mission requirements. Employees and supervisors must cooperate fully to ensure an effective and beneficial program.

b. CWS schedule may be implemented following the first pay period after approval.

c. Abuse of policies and procedures for CWS will be considered justification to deny employee participation in the program.

d. No individual will be required to participate in CWS. Individuals who elect not to participate in CWS will remain on basic work week, 8 hours a day, Monday through Friday.

e. Reasonable effort will be made to accommodate individual work schedule requests.

f. Each employee's work schedule is subject to review and approval by supervisor. The work unit's overall schedule is subject to review and approval by the Deputy.

g. Assignment to CWS does not increase or decrease the amount of leave earned. Any employee on leave for an entire day will be charged leave for the number of hours scheduled to work that day (either 9 or 8 hours). Regulations governing military leave remain in effect.

9. PROCEDURES:

a. Employees electing to participate in CWS will advise their supervisor and identify their hours/days of work and desired "RDO" by executing a work schedule request form (enclosed). Supervisor will review all schedules and immediately communicate to all employees changes that must be made to meet with mission requirements.

b. Hours of work available to employees will be 0600 to 1800 with a 30 minute lunch break.

c. Employees who are identified as exempt from CWS will be provided advance written notice and justification why exemption was made.

(1) Holidays: Agency will determine RDO when it falls on an official holiday (e.g., if employee's RDO is Friday and that day is a Federal holiday, then that day becomes Federal holiday and employee is entitled to previous day as RDO); however if employee's RDO is determined to be the first Monday of pay period and that day is a Federal holiday, the employee's "in lieu of" RDO would be Tuesday. These are merely examples and are not all inclusive.

(2) Sick and Annual Leave: Employees will be charged amount of leave used that work day.

d. Training. Employees scheduled to attend on-site training will adjust their tours of duty to comply with scheduled classroom hours. Arrangements will be made between supervisor and employee to ensure 80 hours of work are accounted for during each pay period. Employees can: (1) switch to regular tour of duty during that pay period; or (2) supervisor and employee determine accommodations to ensure 80 hours of work per pay period. Changes will be coordinated with and approved by supervisor.

e. TDY. Supervisors will determine on a case-by-case basis whether employee can retain CWS while in TDY status.

f. Excused Absences. Excused absences from duty (agency employees are dismissed because of inclement weather or building closure) may be administratively authorized without loss of pay and without charge to leave. If such absence is authorized during an employee's scheduled day off, employee will not be entitled to equivalent time off at a later date.

g. Court Leave. Supervisors will determine on case-by-case basis whether an employee should revert back to basic work week while on court leave.

h. Detailed Employees. Employee currently on CWS who is detailed to a special project or assignment may be required to convert to regular work schedule during detail. When a change in established tour of duty is required by the supervisor, employee will be notified in advance of administrative work week. If supervisor of detail or project leader determines employee's CWS can be accommodated during detail, employee may continue on CWS.

Change in Work Schedules.

(1) Management directed changes. Deputies may direct change in working hours or days off when organization demand warrants change. When change in established tours of duty is required, employee will be notified in advance of administrative work week in which the change is to occur. Supervisors may temporarily return an employee or small group of employees to regular work schedule because of business exigencies.

(2) Employee requested change to schedule. Employees wishing to change their CWS RDO must obtain supervisor approval in accordance with paragraph 8a of this policy. Employees wishing to change back to a regular tour of duty may do so in accordance with paragraph 8a of this policy. However, change would not be effective until the beginning of next pay period. Switching schedules solely to save leave or create 4-day weekends will not be allowed.

j. Meetings. To the extent possible, meetings will be scheduled to maximize attendance. However, needs of management will not be sacrificed to accommodate employees' RDO. Major participants at meetings will be expected to adjust their tour of duty (with supervisor's approval) to be in attendance unless management agrees to designate a representative with authority to speak and act on employee's behalf.

Enclosure

PROPOSED WORK SCHEDULE

To: _____ From: _____

1. In accordance with OASA(RDA) Memorandum, Subject: Compressed Work Schedule, I request the following work schedule:

Type of work schedule (Please check one)

Normal ☐

Compressed ☐

Proposed work schedule:

	First Week					Second Week				
	Mon.	Tues.	Wed.	Thur.	Fri.	Mon.	Tues.	Wed.	Thur.	Fri.
Arrival Time										
Departure Time										
Total Hours										

Notes:

(1) Normal work schedule is eight hours per day, five days per week for two week pay period for a total of 80 hours.

(2) Compressed schedule is eight 9-hour days, one 8-hour day and one designated day off per pay period for a total of 80 hours.

(Signature of Employee & Date)

2. Supervisor's certification of employee's proposed work schedule:

Recommend Approval ☐

Recommend Disapproval ☐

Approved ☐

(Signature of Supervisor & Date)

Disapproved ☐

(Approving Official Signature & Date)



DEPARTMENT OF THE ARMY
ARMY CONTRACTING AGENCY
U.S ARMY CONTRACTING ELEMENT, PACIFIC
BUILDING T-115
FORT SHAFTER, HAWAII 96858-5430

REPLY TO
ATTENTION OF

SFCA-PR

23 September 2003

MEMORANDUM FOR

Regional Contracting Office, Hawaii, U.S. Army Contracting Element, Pacific,
(SFCA-PRH), Fort Shafter, Hawaii, 96858-5025
Regional Contracting Office, Alaska, U.S. Army Contracting Element, Pacific,
(SFCA-PRA-A), P.O. Box 5-525, Fort Richardson, Alaska 99505-02525

SUBJECT: Coordination of Personnel Actions for Regional Contracting Offices

1. References:

a. Memorandum, Under Secretary of the Army, 18 March 2002, subject: Concept Plan for the Army Contracting Agency (ACA).

b. Memorandum, SAAL-ZP, 29 May 2002, subject: Implementation Plan for the Army Contracting Agency (ACA).

c. HQDA General Order No. 6, Establishment of the United States Army Contracting Agency (ACA), 03 September 2002.

2. References outline the consolidation of Army installation contracting under the Army Contracting Agency (ACA). Within the Pacific AOR, that process started in October 2002 with the re-designation of Directorates of Contracting (DOCs) Alaska and Hawaii to Regional Contracting Offices (RCOs) Alaska and Hawaii, and the realignment of their reporting chains to ACA, Pacific. The consolidation will be completed 02 October 2003 with the realignment of Tables of Distribution and Allowances (TDAs) and funding from Installation Management Agency (IMA) to ACA.

3. I want to protect our employees during the final steps of this transition by assuring that all are covered by authorized TDA positions, or by overhire positions supported with clear commitments of future funding, thereby minimizing adverse personnel actions. Also, we must assure that our limited resources are used in a manner to maximize customer support throughout the area of responsibility. To meet these objectives, I am directing the following changes in personnel action processing effective immediately:

SFCA-PR

SUBJECT: Coordination of Personnel Actions for Regional Contracting Offices

a. Any action to recruit, establish or abolish a position, reassign, or separate employees must have my approval prior to your office initiating a Request for Personnel Action (RPA). Request for these actions and the detailed justification must be made via e-mail to me and copy to Ms. Jill Kinder, Resource Manager, and Ms. Sharon Oishi, Deputy Director USACEP. Ms. Jill Kinder, Resource Manager, will review the proposed action for manpower/budget impacts. For requests involving assignment of employees to overhire positions, provide in addition to written justification for the position(s), a copy of the agreement identifying the source of funds. If the action is warranted, I or my deputy in my absence will provide you with an e-mail response. If the action is approved, you may initiate the RPA in MODERN and route it to USAG-HI, DRM, to the end of FY03 and to Ms. LeeOna Yee starting in FY04.

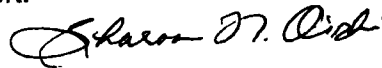
b. Starting FY04, all other RPAs in MODERN not involving actions addressed in paragraph 3.a. above need to be routed to Ms. LeeOna Yee on an interim basis pending Ms. Jill Kinder receiving a MODERN account and training. We will notify your office when to start routing these RPAs to Ms. Jill Kinder vice Ms. LeeOna Yee.

c. Starting FY04, Ms. Jill Kinder will provide you a funding target for performance awards that you may manage within the ceiling provided. Your office will still need to route the RPAs through MODERN for certification of funds by our office.

d. Each RCO will be responsible for providing their employees a copy of the Notification of Personnel Actions.

e. Modify any SF-52s that are in process, but have not yet been forwarded to CPOC Pacific, to include the above requirements.

4. Thank you for your continued support.



 HANK SPEAKMAN
Director

CF:
Director, Pacific Region CPOC
CPAC Hawaii
CPAC Alaska